

22 June 1973

MEMORANDUM FOR: Deputy Director for Management and Services
SUBJECT : Weekly Report - Office of Training

I. Recent Activities

A. Basic Operations Course

STATINTL On 14 June, Chief, EA Division, Ted Shackley, who was at the [redacted] to address the Advanced Intelligence Seminar, took time to talk with the members of the Basic Operations Course as well. He engaged two groups of BOC students in lively and informative question-and-answer sessions.

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On Monday, 18 June, the class began its eight-day final comprehensive exercise, the last four days of which will be conducted in [redacted]. The exercise will be followed by two days of critique and the administrative wrap-up.

B. July 1973 CT Class

Final selection of the class is nearly complete with 21 students ready to BOD and to begin training on 9 July. The class is a diversified group, with considerable linguistic and intellectual talent. Among the members are tested capabilities of High in Serbo-Croatian, Chinese, and Russian; a near-Intermediate in Arabic; and one candidate, still in process, speaks Japanese at the High level. Five members of the class are Phi Beta Kappa and several others are honor graduates.

C. Videotape of Foreign Language Telecasts

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On Tuesday, 19 June, several of the staff of the Language School met with representatives from [redacted] to discuss the use of videotape recorders to copy television broadcasts abroad for use in language training. [redacted] is fully willing to do the actual recordings provided OTR supplies the equipment. Videotapes of foreign television appear to have promise for language training. Two such broadcasts from Japan shown this week to students provided good examples of current, colloquial language.

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We would like to have the program under way by fall; funding and purchasing of equipment are the immediate concerns.

B. Tour of CSC Clerical Training Activity

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the Civil Service Commission's Communications and Office Skills Training Center to discuss with officials the training program which is scheduled to start there in July for the Agency's "Upward Mobility" group. The curriculum planned by the Center will consist of Introductory Typing, Office Methods and Behavior, Basic Communications Skills, and Reading for Office Efficiency. The group was most impressed with the high caliber of the instructor personnel at the Center, as well as with the sophisticated training equipment used.

As was the case last year, the Agency's Upward Mobility group will take the six-week program starting 9 July. Presently there are 11 in the group; OP hopes to have 15. OTR will fund the training.

E. Fundamentals of Budgeting

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During the first four days of the course which began Monday of this week, we videotaped the presentations made by [redacted] STATINTL [redacted] and a third given by [redacted] of SIPS. STATINTL On next Friday, the class will convene in PPB to present its mock budget-hearing. We will tape this also. The tapes will be used in future runnings of the course.

F. Visit by FEI Group

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Eighteen members of the FEI's Seminar on Foreign Policy, led by the faculty chairman, Dr. Donald Ruechterlein, visited the Agency for briefings on Monday, 18 June, prior to a field trip to [redacted]. Mr. Colby spoke to the group on the role of the Agency and the Intelligence Community for about 40 minutes and stayed another half hour to answer questions. Following his presentation, [redacted] of OCI and [redacted] of OER gave the group a background briefing on [redacted] with particular emphasis on political and economic affairs. From comments made by the visitors, the presentations were extremely well-received.

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G. Report on Foreign Affairs Executive Seminar

Howard Sollenberger, Director, FSI, in a report to me on the eight sessions of the Foreign Affairs Executive Seminar (FAES) conducted since its inception as successor to the National Interdepartmental Seminar (January 1972), noted that the FAES received an average

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rating of 6.15 on a scale of 1 to 7 (high) from all its participants. Mr. Sollenberger also acknowledged his deep appreciation for the Agency's support and participation (47 officers in the eight sessions--an excellent record) and included a kudo for our liaison officer, [redacted], citing Joe's "outstanding services" to the Seminar.

Copies of Mr. Sollenberger's report are being sent to the Senior Training Officers.

H. Watergate Fallout

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[redacted] Deputy Chief of NPIC's Photogrammetry Division, just returned from New York City where he attended an American Management Association Course, "Basic Project Management--Planning, Scheduling, and Control." We quote from his critique: "The class was composed of 30 students, the majority of which were from private industry...I was identified as a CIA employee, and for the first time in my 10 years with the Agency I encountered some hostile comments from fellow students about my Agency association. I felt like an uninvited guest at a party. Most of the comments were directed toward Watergate. I made a concentrated effort to avoid entering into any discussion on this matter."

II. Upcoming Events

A. "CIA Today and Tomorrow"

The second presentation of the three-day program starts Tuesday, 26 June, with fifteen high-level speakers handling the bulk of the presentations. General Walters has agreed to make the final one.

On 12 June, at Headquarters, the last "CIA Review" was conducted for eight employees. The first such review was given in April 1955, and since that time has been conducted about once a month, mainly for overseas returnees. For a time it served a worthwhile purpose, but in the past few years it ceased being the best vehicle for our returnees. The new "CIA Today and Tomorrow" will be a better means of updating these officers as well as filling a training need of many other employees assigned at headquarters.

Because of the Agency-wide, expressed interest in the new program, we may have to conduct a running in the Auditorium; we are considering this, possibly for the early fall.

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Director of Training